



BOARD OF STATE AND COMMUNITY CORRECTIONS

SB 1022

ADULT LOCAL CRIMINAL JUSTICE FACILITIES CONSTRUCTION FINANCING PROGRAM

PROPOSAL FORM **DRAFT**

This document is not to be reformatted.

SECTION 1: PROJECT INFORMATION

A: APPLICANT INFORMATION AND PROPOSAL TYPE

COUNTY NAME		STATE DOLLARS REQUESTED \$	
SMALL COUNTY (200,000 OR UNDER GENERAL COUNTY POPULATION) <input type="checkbox"/>	MEDIUM COUNTY (200,001 - 700,000 GENERAL COUNTY POPULATION) <input type="checkbox"/>	LARGE COUNTY (700,001 + GENERAL COUNTY POPULATION) <input type="checkbox"/>	
TYPE OF PROPOSAL – PROGRAM SPACE PROPOSAL (OR) BEDS AND PROGRAM SPACE PROPOSAL PLEASE CHECK ONE (ONLY):			
PROGRAM SPACE <input type="checkbox"/>		BEDS AND PROGRAM SPACE <input type="checkbox"/>	

B: BRIEF PROJECT DESCRIPTION

FACILITY NAME		
PROJECT DESCRIPTION		
STREET ADDRESS		
CITY	STATE	ZIP CODE

C. SCOPE OF WORK – INDICATE FACILITY TYPE AND CHECK ALL BOXES THAT APPLY.

FACILITY TYPE <input type="checkbox"/> JAIL <input type="checkbox"/> NON-JAIL	<input type="checkbox"/> NEW STAND-ALONE FACILITY	<input type="checkbox"/> RENOVATION/ REMODELING	<input type="checkbox"/> CONSTRUCTING BEDS OR OTHER SPACE AT EXISTING FACILITY
--	--	--	---

D. BEDS CONSTRUCTED. Provide the number of BSCC-rated beds and non-rated special use beds that will be subject to construction as a result of the project, whether renovation or new construction.

	A. MINIMUM SECURITY BEDS	B. MEDIUM SECURITY BEDS	C. MAXIMUM SECURITY BEDS	D. SPECIAL USE BEDS
Number of beds constructed				
TOTAL BEDS (A+B+C+D)				

E: APPLICANT'S AGREEMENT			
By signing this application, the authorized person assures that: a) the County will abide by the laws, regulations, policies and procedures governing this financing program, and b) certifies that the information contained in this proposal form, budget, narrative and attachments is true and correct to the best of his/her knowledge.			
PERSON AUTHORIZED TO SIGN AGREEMENT			
Name		Title	
AUTHORIZED PERSON'S SIGNATURE		DATE	
G: DESIGNATED COUNTY CONSTRUCTION ADMINISTRATOR			
This person shall be responsible to oversee construction and administer the state/county agreements. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)			
COUNTY CONSTRUCTION ADMINISTRATOR			
Name		Title	
DEPARTMENT		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
H: DESIGNATED PROJECT FINANCIAL OFFICER			
This person is responsible for all financial and accounting project related activities. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)			
PROJECT FINANCIAL OFFICER			
Name		Title	
DEPARTMENT		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
I: DESIGNATED PROJECT CONTACT PERSON			
This person is responsible for project coordination and day-to-day liaison work with BSCC. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)			
PROJECT CONTACT PERSON			
Name		Title	
DEPARTMENT		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

SECTION 2: BUDGET SUMMARY

A. BUDGET SUMMARY

In the table on the next page, indicate the amount of state financing requested and the amount of cash and/or in-kind contribution (match) allotted to each budget line-item the county elects to identify in order to define the total eligible project cost for purposes of this proposal. It is anticipated not all project costs will be recognized in this budget summary table.

The total amount of state financing requested by medium and large counties shall be 90 percent of the total eligible project cost; these counties will contribute 10 percent in county match contribution, no more or less. The total amount of state financing requested by small counties shall be 95 percent of the total eligible project cost; these counties will contribute five percent in county match contribution, no more or less. County contributions for all counties can be any combination of cash and/or in-kind.

Legislation requires small counties to petition the Board of State and Community Corrections (BSCC) for a match contribution of less than 10 percent. In the SB 1022 construction financing program, each small county's proposal submission will serve as the petition and the BSCC Board's acceptance of the county's contribution reduction to five percent, provided the county abides by all terms and conditions of this SB 1022 Request for Proposals (RFP) process.

State financing limits (maximums) for all proposals are as follows:

- **\$80,000,000** for large counties;
- **\$40,000,000** for medium counties; and
- **\$20,000,000** for small counties.

B. BUDGET SUMMARY TABLE (Report to nearest \$1000)

LINE ITEM	STATE REIMBURSED	CASH MATCH	IN-KIND MATCH	TOTAL
1. Construction	\$	\$		\$
2. Additional Eligible Costs*	\$	\$		\$
3. Architectural	\$	\$		\$
4. Construction Management	\$	\$		\$
5. CEQA		\$		\$
6. Audit			\$	\$
7. Site Acquisition			\$	\$
8. Needs Assessment			\$	\$
9. County Administration			\$	\$
10. Transition Planning			\$	\$
11. Real Estate Due Diligence			\$	\$
TOTAL ELIGIBLE PROJECT COST	\$	\$	\$	\$
PERCENT OF TOTAL	%	%	%	100 %

* This line item is limited to specified fees and moveable equipment and moveable furnishings (eligible for state reimbursement or cash match), and public art (eligible for cash match only).

Provide an explanation below of how the dollar figures were determined for each of the budget line items above that contain dollar amounts. Include how state financing and the match contribution dollar amounts have been determined and calculated (be specific). Match contribution totals (cash plus in-kind) cannot exceed 10 percent of the total eligible project cost for medium and large counties, and 5 percent for small counties.

1. Construction (includes fixed equipment and furnishings):
2. Additional Eligible Costs (be specific regarding the description of, and the costs for, each of the specified fees, moveable equipment and moveable furnishings, and public art):
3. Architectural – a) Describe the county's current stage in the architectural process; and b) define what portions of the architectural services does the county intend to cover with county match dollars, and for what portion of the services does the county intend to seek state dollar reimbursement, given the approval requirements of the SPWB and associated state reimbursement parameters):
4. Construction Management:
5. CEQA:

6. **Audit:**
7. **Site Acquisition:**
8. **Needs Assessment:**
9. **County Administration:**
10. **Transition Planning:**
11. **Real Estate Due Diligence (may not exceed \$16,000):**

DRAFT

SECTION 3: PROJECT TIMETABLE

Prior to completing this timetable, the county must consult with all appropriate county staff (e.g., county counsel, general services, public works, county administrator) to ensure that dates are achievable. Please consult the State Capital Outlay/Board of State and Community Corrections Processes and Requirements section of the RFP for further information. Complete the table below indicating start and completion dates for each key event, including comments if desired. Note the required timeframes for specific milestone activities in this SB 1022 process. (The BSCC Board intends to make conditional awards at its July 2013 meeting.)

KEY EVENTS	START DATES	COMPLETION DATES	COMMENTS
Site assurance/comparable long-term possession <u>within 90 days of award</u>			
Real estate due diligence package submitted <u>within 120 days of award</u>			
State Public Works Board meeting – Project Established <u>within 12 months of award</u>			
Schematic Design with Operational Program Statement <u>within 18 months of award</u> (design-bid-build projects)			
Performance criteria or performance criteria and concept drawings with Operational Program Statement <u>within 18 months of award</u> (design-build projects)			
Design Development (Preliminary drawings) with Staffing Plan			
Staffing/Operating Cost Analysis approved by the Board of Supervisors			
Construction Documents (Working drawings)			
Construction Bids			
Notice to Proceed <u>within 30 months of award</u>			
Construction (maximum 3 years to complete)			
Staffing/Occupancy <u>within 90 days of completion</u>			

SECTION 4: NARRATIVE

Depending on the type of proposal being submitted, the maximum number of narrative pages allowed is as follows:

- Program Space proposals – 25 pages maximum
- Beds and Program Space proposals – 35 pages maximum

Note that two separate sections follow below for the narrative points to be discussed. Each proposal shall address all points in one section or the other, depending on the type of proposal being submitted – Program Space Proposal, or Beds and Program Space Proposal.

Attach up to the maximum number of pages of double-spaced narrative (no smaller than 12 point font) ordered in the subject areas indicated within the proposal type. If it can be written in less than the maximum pages, please do so (avoid “filler”). Up to 10 additional pages of essential appendices may be included at the discretion of the applicant. Appendices cannot be used to give required narrative information. Pictures, charts, illustrations or diagrams are encouraged in the narrative or appendix to assist reviewers in fully understanding the proposed scope of work. Data sources must be identified.

If the project is for a regional facility (must meet the requirements outlined in the Regional Facility section of the RFP), clearly indicate so. Include the names of the partnering counties and their individual data which supports the project and responds to the requested narrative points.

PROGRAM SPACE PROPOSALS

For proposals that include program space, but no bed construction (renovation or new construction), complete the sections as ordered below. Applicants must include, but are not limited to, the discussion points listed.

A. SUMMARY

Provide a one-page abstract that summarizes the key points of the proposal, including a description of the scope of work. Be clear and concise. If this project is for a regional facility, or is a build-to-suit arrangement, indicate so.

B. PROJECT NEED

1. Describe the process for determining the need for program space.
2. Describe the approach taken to determining the kind of programming that will take place in the new program space.

3. Provide information and data supporting the county's need for program space.
4. Describe the current approach to offender programming (i.e., use of current program space, types of programs, and services) for custody and non-custody offenders.
 - a) Describe what least restrictive alternatives have been put in place to address the needs of the population intended to be served by this proposal. What has been tried, short of building more program space?
5. Describe the gaps and deficiencies in current programming for custody and non-custody offenders.

C. SCOPE OF WORK

1. Describe the planning process used to develop the design for the construction.
2. Detail the scope of work for the program space that is the subject of this proposal; include a comprehensive description of the types of spaces and their functional use(s);
3. Include a description of the ancillary space(s), providing a description of the full scope of work. Clarify whether this is new stand-alone construction, an addition to an existing facility, or space that is being remodeled or renovated.
4. Describe the relationship between stated needs and the proposed program space construction.
5. Define the features of this program space-construction that make it suitable for the intended programming.
6. Describe plans to implement and operate programs in the space.

D. RESPONSE TO REALIGNMENT

1. Describe how this program space construction will address the county's realignment goals. Include:
 - a) Linkage to the Community Corrections Partnership (CCP) and how this proposal of constructing program space aligns with that plan
2. Describe the programming to be conducted in the new program space. Include:
 - a) How the program space will foster a quality reentry model and seamless reentry process.
 - b) Sources of financial support (i.e., Medi-Cal, other federal sources, etc.) that will be accessed to aid in the delivery of programs.
3. Define the anticipated beneficial impacts and outcomes of the new program space.
4. Indicate the approach to alternatives to incarceration.
5. Describe the offender assessment(s) and the process for determining the programming offenders (custody and non-custody) will receive.

6. Describe the approach to the principles and objectives of evidence-based programming.
7. Define the staff qualifications necessary to present the planned programming (e.g., staff training certification).

E. ADMINISTRATIVE WORK PLAN

1. Describe the plan for project management and administration, including key positions and responsibilities.
2. Describe the current state of the county's project planning process.
3. Describe the county's readiness to proceed with the project.
4. Describe the construction project timeline.

F. BUDGET REVIEW AND REASONABLENESS

1. Justify the amount of state financing requested for the planned construction.
2. Describe the anticipated benefits/impact of the construction in relation to construction costs (including any fiscal benefits), and how in this relationship there could be a determination that this is cost effective.
3. Describe steps that the county has taken to minimize costs of this project. Include:
 - a) Ways in which this project is planned that allows for the leveraging of other funds, i.e., federal funds, etc. **IS THIS CLEAR?**
4. Detail the cost effectiveness of this construction project.

BEDS AND PROGRAM SPACE PROPOSALS

Only applicants proposing beds (construction or renovation) in the scope of work shall respond to the narrative points in this Beds and Program Space Proposals section. Applicants not proposing beds in the scope of work do not respond to this section.

Note: If a new jail facility is proposed, or if 25 beds or more are being added to an existing facility, one copy of a needs assessment study containing the elements as defined in Title 24, CCR must be sent to the BSCC with the proposal.

A. SUMMARY

Provide a one-page abstract that summarizes the key points of the proposal, including a description of the scope of work. Be clear and concise. If this project is for a regional facility, or is a build-to-suit arrangement, indicate so.

B. PROJECT NEED

RELATED TO THE BEDS:

1. Describe the findings of the needs assessment completed by the county.
2. Provide a county jail system overview (e.g.; capacity, ADP and other relevant factors), including a description of other current or planned construction. If the county has an AB 900 award(s), indicate such and identify the number of beds to be constructed and current stage of planning or construction for this project(s).
3. Describe the system issues anticipated to be remedied by the new construction, such as: overcrowding, medical, or mental health beds.
4. Describe the current trends in the number of arrests, bookings, releases due to lack of space and other relevant factors as they relate to the need for beds.
5. Describe the effect of Realignment on the need for bed space.
6. Discuss the current approach to reducing the need for beds. Include:
 - a) The range of alternative to incarceration that are currently in place.
 - b) Data showing the effectiveness/impacts of these alternatives.

RELATED TO THE PROGRAM SPACE:

7. Describe the process for determining the need for program space.
8. Describe the approach taken to determining the kind of programming that will take place in the new program space.
9. Provide information and data supporting the county's need for program space.
10. Describe the current approach to offender programming (i.e., use of current program space, types of programs, and services) for custody and non-custody offenders.
 - a) Describe what least restrictive alternatives have been put in place to address the needs of the population intended to be served by this proposal. What has been tried, short of building more program space?
11. Describe the gaps and deficiencies in current programming for custody and non-custody offenders.

C. SCOPE OF WORK

RELATED TO THE BEDS:

1. Describe the planning process that resulted in this bed construction scope of work.
2. Detail the full scope of work that is the subject of this proposal, including a comprehensive description of the number and types of beds, and the ancillary space(s). Clarify whether this is new stand-alone construction, an addition to an existing facility, or space that is being remodeled or renovated.
3. Describe the relationship between stated needs and the planned construction.
4. Describe the anticipated beneficial outcomes of the new bed construction.
5. Define the staffing that will be required to operate the new construction.

RELATED TO THE PROGRAM SPACE:

6. Describe the planning process used to develop the design for the construction.
7. Detail the scope of work for the program space that is the subject of this proposal; include a comprehensive description of the types of spaces and their functional use(s). Clarify whether this is new stand-alone construction, an addition to an existing facility, or space that is being remodeled or renovated.
8. Describe the relationship between stated needs and the proposed program space construction.
9. Define the features of this program space-construction that make it suitable for the intended programming.
10. Describe plans to implement and operate programs in the space.

D. RESPONSE TO REALIGNMENT

RELATED TO THE BEDS:

1. Describe how the proposed construction will address the county's Realignment goals regarding use of secure detention. Include:
 - a) Linkage to the CCP and how this proposal of constructing beds aligns with that plan.
2. Describe the use of offender assessment(s). Include:
 - a) Objective tools or instruments used to address the need to manage the population, such as pre-trial assessments, etc.
 - b) If there are no assessments used at this time, describe what plans exist for using assessments in the future.
3. Describe the county's planned construction in relation to the expected need for beds in the future.

RELATED TO THE PROGRAM SPACE:

4. Describe how this program space construction will address the county's realignment goals. Include:
 - a) Linkage to the Community Corrections Partnership (CCP) and how this proposal of constructing program space aligns with that plan
5. Describe the programming to be conducted in the new program space. Include:
 - b) How the program space will foster a quality reentry model and seamless reentry process.
 - c) Sources of financial support (i.e., Medi-Cal, other federal sources, etc.) that will be accessed to aid in the delivery of programs.
6. Define the anticipated beneficial impacts and outcomes of the new program space.
7. Indicate the approach to alternatives to incarceration.
8. Describe the offender assessment(s) and the process for determining the programming offenders (custody and non-custody) will receive.
9. Describe the approach to the principles and objectives of evidence-based programming.
10. Define the staff qualifications necessary to present the planned programming (e.g., staff training certification).

E. ADMINISTRATIVE WORK PLAN

In relation to the project in total, describe the plan for project management and administration, including key positions and responsibilities.

1. Describe the current state of the county's project planning process.
2. Describe the county's readiness to proceed with the project.
3. Describe the construction project timeline.

F. BUDGET REVIEW AND REASONABLENESS

In relation to the project in total, provide responses to the listed discussion points.

1. Justify the amount of state financing requested for the planned construction.
2. Describe the anticipated benefits/impact of the construction in relation to construction costs (including any fiscal benefits), and how in this relationship there could be a determination that this is cost effective.
3. Describe steps that the county has taken to minimize costs of this project. Include:
 - a) Ways in which this project is planned that allows for the leveraging of other funds, i.e., federal funds, etc.
4. Detail the cost effectiveness of this construction project.

SECTION 5: BOARD OF SUPERVISORS' RESOLUTION

All counties applying for SB 1022 financing must include a Board of Supervisors' resolution with the proposal submittal. The resolution must include the requisite components as outlined below. ("A" applies only to counties seeking the legislated funding preference as described in the RFP – Funding Preference section.) For counties submitting multiple proposals (which requires participation in a regional facility as described in the RFP), separate resolutions for each proposal, with the necessary language contained in each resolution, is required.

A. If the county is seeking the funding preference based on criteria established in this RFP, the following statements and requested information must appear in the Board of Supervisors' resolution:

- The County is seeking funding preference with this SB 1022 proposal submittal.
- **If the proposal Budget Summary Table identifies any cash match contribution amounts**, the following specific statements and information shall be included in the resolution:
 - The County is providing cash match contribution to the proposed project, if conditionally awarded the SB 1022 state financing.
 - The County is identifying the following as specific sources of funds that will be used: (specifically identify by fund name or other type of source, each source of cash match funds that will be used if conditionally awarded).
 - The County identifies the following as the legal authority established for utilizing the named fund sources for this type of criminal justice facilities construction purpose: (specifically identify by citation for each source, the legal authority the County established).
 - The Board of Supervisors authorizes the use of the named funding source(s) upon notice of conditional award.
- **If the proposal Budget Summary Table identifies any in-kind match contribution amounts**, include this specific statement in the resolution:
 - The Board of Supervisors hereby approves the project to proceed in its entirety upon notice of conditional award.
- **For all proposals claiming funding preference**, include this statement in the resolution:
 - The County acknowledges the need to identify the source of funds for other county borne costs, and assures that state and cash match contribution does not supplant (replace) funds otherwise dedicated or appropriated for construction activities.

B. For all counties, except as otherwise noted, the Board of Supervisors' resolution for the project shall contain the following:

- Names, titles and positions of County Construction Administrator, Project Financial Officer and Project Contact Person.
- Authorization of appropriate county official to sign the Applicant's Agreement (page two of Proposal Form) and submit the proposal for funding.
- Assurance that the County will adhere to state requirements and terms of the agreements between the County, the Board of State and Community Corrections and the State Public Works Board in the expenditure of any state financing allocation and county contribution funds.
- Assurance that the County has appropriated, or will appropriate after notification of conditional award of financing but before state/county financing agreements, the amount of contribution identified by the County on the financing program proposal form submitted to the Board of State and Community Corrections; the County acknowledges the need to identify the source of funds for county contribution and other county borne costs, and assures that state and cash match contribution does not supplant (replace) funds otherwise dedicated or appropriated for construction activities. (This section does not apply to counties seeking the funding preference.)
- Assurance that the County will safely staff and operate the facility that is being constructed (consistent with Title 15, California Code of Regulations) within ninety (90) days after project completion.
- For Beds and Program Space proposals (that are not regional facility projects as defined in this RFP), include the following certification: The County certifies that it is not and will not be leasing housing capacity in this SB 1022 financed adult local criminal justice facility to any other public or private entity for a period of 10 years beyond the completion date of the adult local criminal justice facility.
- (Provide the following site assurance for the adult local criminal justice facility at the time of proposal or not later than ninety (90) days following the Board of State and Community Corrections' notice of conditional award): Assurance that the County has project site control through either fee simple ownership of the site or comparable long-term possession of the site, and right of access to the project sufficient to assure undisturbed use and possession of the site, and will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site of facility subject to construction, or lease the facility for operation to other entities, without permission and instructions from the Board of State and

Community Corrections. (*This section does not apply to counties using a build-to-suit arrangement.*)

- Attestation to \$___ as the site acquisition land cost or current fair market land value for the proposed new or expanded facility. This can be claimed for on-site land cost/value for new facility construction, on-site land cost/value of a closed facility that will be renovated and reopened, or on-site land cost/value used for expansion of an existing facility. It cannot be claimed for land cost/value under an existing operational detention facility. (If claimed as in-kind contribution, actual on-site land cost documentation or independent appraisal value will be required as a pre-agreement condition). (*This section does not apply to counties using a build-to-suit arrangement.*)